



SULLIVAN COUNTY HEAD START, INC.
P.O. BOX 215
WOODBOURNE, NEW YORK 12788

REQUEST FOR PROPOSALS
Bus Maintenance

PROPOSAL GUIDLINES

1. **Purpose:** Sullivan County Head Start, Inc. invites proposals from vendors to perform maintenance and repair services of the agency's bus fleet.
2. **Deadline for Proposals: Must be received no later than 10:00 A.M. on January 12nd, 2018**
3. **Length of Contract:** This bid shall be binding upon the bidder from the bid award date through **March 31, 2019.** The contract may be negotiated and renewed with the vendor receiving this award for additional (1) one year terms if a satisfactory agreement can be reached as judged by the Agency's Executive Director and approved by the Board of Directors. This renewal shall be negotiated and mutually agreed upon annually for each additional contract period corresponding with the Agency's fiscal period of April 1 – March 31 of each year. If the Agency decides not to renew the contract with the current vendor or a negotiated agreement cannot be reached, Sullivan County Head Start, Inc. will accept proposals from other vendors/companies.
4. Proposals must be typewritten and submitted in a sealed envelope marked "*Sullivan County Head Start, Inc. – Bid- Bus Maintenance*".
5. An electronic copy of this proposal is available by contacting info@headstart-sullivancounty.org.
6. Proposals are to be submitted to:
Sullivan County Head Start, Inc.
Attn: Mrs. Bertha G. Williams, Executive Director
P.O. Box 215
Woodbourne, N.Y. 12788

Telephone Number: 845-434-4164 ext.110
7. Proposals will be marked as to date and time received. Proposals received after the deadline will be retained by Sullivan County Head Start, Inc. and will not be opened.
8. Proposals will be opened privately, by the Board of Directors, so that contents will not be disclosed to any competing offeror's. Proposals will be available for public inspection after

a decision has been reached.

- 9. Sullivan County Head Start, Inc. reserves the right to reject any or all proposals. Sullivan County Head Start, Inc. reserves the right to waive informalities in any proposal.
- 10. Proposals must be signed in ink by a person authorized to act on behalf of the offeror.
- 11. Comments, requests for additional information, and clarification of specifications are to be directed in writing to the same address in paragraph 6.
- 12. The awardee must be available to meet with agents of Sullivan County Head Start, Inc. for negotiations within forty-eight hours of request for such a meeting.
- 13. The award, if any, shall be made to a fully qualified offeror whose proposal is determined to be best suited, taking into consideration price, service capability, and product acceptability.
- 14. Material Safety Data Sheets must be provided for all hazardous materials as required by State and Federal laws.
- 15. The offeror agrees to indemnify, defend and hold harmless the Agencies, their officers, agents, and employees from any claims, damages, and actions of any kind of nature, whether a law or inequity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature provided by the offeror and any services of any kind or nature provided by the offeror, provided that such liability is not attributable to the sole negligence of the using Agencies or failure of the using Agencies to use the materials, goods or equipment in the manner already and permanently described by the offeror on the materials, goods, or equipment delivered.
- 16. It is understood and agreed between the parties herein that Sullivan County Head Start, Inc. shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

In compliance with this Request for Proposal and to all rules and conditions stated herein, the Undersigned agrees to furnish all goods and services in accordance with this signed proposal.

NAME AND ADDRESS OF FIRM:

CERTIFYING OFFICIAL:

NAME: _____

(Print) _____

TITLE: _____

DATE: _____

SIGNATURE: _____

Telephone No. (____) _____

Sullivan County Head Start, Inc.
SPECIFICATIONS FOR PROPOSAL
Bus & Vehicle Maintenance

An offeror will be selected based on the following criteria:

I. PRICE

- A. Each proposal must include a hourly billing rate for:
 - General Maintenance Repair
 - Electronic Repair
 - Diagnostic Work
- B. Maintain required D.O.T. maintenance schedule
- C. Ability to provide D.O.T. inspections
- D. State whether pricing changes are anticipated each year and what percent could be anticipated.
- E. State what additional labor or parts service charges could occur:
- F. State if towing is provided and rates for the following:
 - In-town Towing Rate:
 - Out-of-Town Towing Rate:

Sullivan County Head Start, Inc. reserves the right to obtain other vendors for this service separately from this contract and reserves the right to purchase items available under contract separately.

II. SERVICE CAPABILITY

- A. Each proposal must state the types of maintenance repair services that are provided. (I.e. diesel and gas engine repair, annual safety inspections, engine overhaul, fuel injection repair, etc.)
- B. A copy of mechanic certification(s) / license(s) must accompany this proposal.
- C. State what repair services are outsourced out to other companies.
- D. State your organizations total staffing, the number of certified mechanics and available employees with CDL licenses.
- E. State the availability of providing towing services and response time to pick up a disabled school bus within the Agency's transportation area limits.
- F. Provide at least three (3) references from other business organization's that can attest to the quality and dependability of service that we can expect to receive.